

The following is an example of the expenses associated with a househunting trip using actual expenses. It is based on an employee and spouse traveling for 10 days to Richland, Washington. The calculations are based on an \$80.00 per diem (\$50.00 lodging and \$30.00 M&IE) and are as follows:

Employee's Per Diem

8/10	¾ day M&IE	\$	22.50
	Full day lodging		50.00
8/11 - 8/19	8 days per diem @ \$80.00		640.00
8/20	¾ day M&IE		22.50
Total for Employee's Per Diem			<u>\$ 735.00</u>

Other Househunting Expenses

Spouse's Per Diem (¾ of Employee's Per Diem)	551.25
Rental Car for 10 days	300.00
Gas for Rental Car	20.00
Airfare for Employee and Spouse	1,000.00
Limo from Residence to Airport on 8/10	55.00
Limo from Airport to Residence on 8/20	55.00
Total for Other Househunting Expenses	<u>1,981.25</u>
Total Allowed for Househunting Trip	<u><u>\$ 2,716.25</u></u>

Please see the following example of a househunting trip voucher, using actual expenses.

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE 		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 4. SCHEDULE NO. 																	
TRAVELER	5. a. NAME (Last, first, middle initial) Germantown, Jo E. MAILING ADDRESS (Include ZIP Code) #710 Westridge Drive Germantown, Md. 21740			b. SOCIAL SECURITY NO. -----		6. PERIOD OF TRAVEL a. FROM _____ b. TO _____																	
	d. OFFICE TELEPHONE NO. -----			7. TRAVEL AUTHORIZATION a. NUMBER(S) TV-8--- b. DAYS(S)																			
	8. PRESENT DUTY STATION ---			9. RESIDENCE (City and State) 																			
	10. CHECK NO. 			11. PAID BY 																			
8. TRAVEL ADVANCE a. Outstanding _____ b. Amount to be repaid _____ c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) _____ d. Balance outstanding _____																							
9. CASH PAYMENT RECEIPT a. DATE RECEIVED _____ b. AMOUNT RECEIVED \$ _____ c. PAYEE'S SIGNATURE _____																							
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="width:20%;">I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)</td> <td colspan="2" style="width:20%; text-align: right;">Traveler's Initials</td> </tr> <tr> <th style="width:15%;">AGENT'S VALUATION OF TICKET</th> <th style="width:10%;">ISSUING CARRIER</th> <th style="width:15%;">MODE, CLASS OF SERVICE AND ACCOMMODATIONS</th> <th style="width:10%;">DATE ISSUED</th> </tr> <tr> <th style="text-align: center;">(a)</th> <th style="text-align: center;">(b)</th> <th style="text-align: center;">(c)</th> <th style="text-align: center;">(d)</th> </tr> <tr> <td colspan="4" style="text-align: center; height: 100px;"> HOUSE HUNTING TRIP FOR EMPLOYEE AND SPOUSE ** Actual Expense </td> </tr> </table>								I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)		Traveler's Initials		AGENT'S VALUATION OF TICKET	ISSUING CARRIER	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	(a)	(b)	(c)	(d)	HOUSE HUNTING TRIP FOR EMPLOYEE AND SPOUSE ** Actual Expense			
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13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. <table style="width:100%;"> <tr> <td style="width:55%;"> TRAVELER SIGN HERE Jo Germantown </td> <td style="width:15%;"> DATE 8/21/97 </td> <td style="width:15%;"> AMOUNT CLAIMED </td> <td style="width:15%; text-align: right;">\$ 2,716.25</td> </tr> </table>								TRAVELER SIGN HERE Jo Germantown	DATE 8/21/97	AMOUNT CLAIMED	\$ 2,716.25												
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NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; Ld. 1001).																							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).) <table style="width:100%;"> <tr> <td style="width:45%;"> APPROVING OFFICIAL SIGN HERE ----- </td> <td style="width:10%;"> DATE --- </td> </tr> </table>								APPROVING OFFICIAL SIGN HERE -----	DATE ---														
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15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION <table style="width:100%;"> <tr> <td style="width:25%;">a. VOUCHER NO.</td> <td style="width:25%;">b. D.O. SYMBOL</td> <td style="width:25%;">c. MONTH & YEAR</td> <td style="width:25%;">d. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> Certifier's Initials: _____ \$ </td> </tr> </table>								a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR	d. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION				Certifier's Initials: _____ \$								
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16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT <table style="width:100%;"> <tr> <td style="width:45%;"> AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ----- </td> <td style="width:10%;"> DATE --- </td> <td style="width:25%;"> APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$ </td> <td style="width:20%;"> NET TO TRAVELER \$ </td> </tr> </table>								AUTHORIZED CERTIFYING OFFICIAL SIGN HERE -----	DATE ---	APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$	NET TO TRAVELER \$												
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ACCOUNTING CLASSIFICATION 																							

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)		ITEMIZED SUBSISTENCE EXPENSES		MILEAGE		AMOUNT CLAIMED					
DATE	TIME (Hour and am/pm)	DESCRIPTION (Department/city, per diem completion, or other explanation of expenses)	BREAKFAST (a)	LUNCH (b)	DINNER (c)	TOTAL (d)	MISCELLANEOUS SUBSISTENCE (e)	LODGING (f)	TOTAL SUBSISTENCE EXPENSE (g)	MILEAGE RATE (h)	MILEAGE (i)	SUBSISTENCE (j)	OTHER (k)
8/10-8/20		TEN DAYS HOUSEHUNTING TRIP TO RICHLAND/WASHINGTON FOR EMPLOYEE AND SPOUSE *ACTUAL EXPENSES											
		EMPLOYEE'S PER DIEM											
8/10	10:00am	Lv: Residence via Limo											55.00
		Lv: BWI UA228											
		Ar: Richland, VA											
		Ar: Richland Hilton via Rental Car				22.50		50.00	72.50			72.50	
8/11-8/19		8 Days Per Diem							640.00			640.00	
8/20	11:00am	Lv: Richland Hilton via Rental Car											
		Ar: Richland Airport											
		Lv: UA1207				22.50			22.50			22.50	55.00
		Ar: BWI											
		Ar: Residence via Limo											
SUBTOTALS										735.00	110.00		
TOTALS													

Additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1972, the following information is provided: Collection of the information on this form is authorized by 5 U.S.C. 552a, as implemented by the Federal Travel Regulations (41 CFR 101-11.7), E.O. 11649 of July 27, 1971, E.O. 11612 of March 27, 1962, E.O. 80693 of November 22, 1942, and 36 U.S.C. 4011(b) and 4108. The primary purpose of the requested information is to determine payment or reimbursements to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain accurate information in the Government. The information will be used for official purposes only and will not be disclosed to the public. If you are an individual who has a right to the information in this form, you may request a copy of the information by writing to the following address: Federal Bureau of Investigation, Washington, D.C. 20535.

U.S. GPO: 1964-300-427 (0001)



TRAVEL MANAGEMENT POLICY

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PART 302-4--ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES

SUBPART A--EMPLOYEE'S ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES

Sec.

- [302-4.1](#) What is a "househunting trip"?
- [302-4.2](#) What is the purpose of the househunting trip expenses allowance?
- [302-4.3](#) Am I eligible for a househunting trip expenses allowance?
- [302-4.4](#) Who is not eligible for a househunting trip expenses allowance?
- [302-4.5](#) Must my agency authorize payment of a househunting trip expenses allowance?
- [302-4.6](#) Under what circumstances will I receive a househunting trip expenses allowance?
- [302-4.7](#) Who may travel on a househunting trip at Government expense?
- [302-4.8](#) How many househunting trips may my agency authorize in connection with a particular transfer?
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- [302-4.11](#) Is there a time limit on the duration of a househunting trip?
- [302-4.12](#) When must my househunting trip be completed?
- [302-4.13](#) What methods may my agency use to reimburse me for househunting trip expenses?
- [302-4.14](#) What transportation expenses will my agency pay?
- [302-4.15](#) Must I document my househunting trip expenses to receive reimbursement?
- [302-4.16](#) May I receive an advance of funds for househunting trip expenses?
- [302-4.17](#) Am I in a duty status when I perform a househunting trip?

SUBPART B--AGENCY RESPONSIBILITIES

Sec.

[302-4.100](#) How should we administer the househunting trip expenses allowance?

[302-4.101](#) What governing policies must we establish for the househunting trip expenses allowance?

[302-4.102](#) Under what circumstances may we authorize a househunting trip?

[302-4.103](#) What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expenses reimbursement option?

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

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